

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. 916A

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RECORDS RETENTION AND DISPOSAL SCHEDULE

Comptroller of the Treasury		Data Processing Division
AGENCY		DIVISION
Item No.	Description	Retention
8	<u>Accounts Receivable</u> Computer produced billing information, copies of Invoices to Customer Agencies. End of month billing assignments.	Retain for three (3) years or until all audit requirements have been fulfilled, then destroy.

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

6/21/82 *Norm Baker* *Spec. Asst.*
Date Signature Title

Date State Archivist